

DEPARTMENT OF THE ARMY
MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7040
MEDDAC Memorandum 15 February 2005
No. 40-170

Medical Services
MONTHLY INVENTORY AND AUDIT OF CONTROLLED SUBSTANCES

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1. HISTORY. This is the first printing of this memorandum.
2. PURPOSE. To provide procedures for conducting the monthly inventory and audit of Controlled substances for the Health Center, Dental Activity (DENTAC), and Veterinary Services.
3. SCOPE. This memorandum is applicable to all personnel assigned or attached to the United States Army Medical Department Activity, (MEDDAC), DENTAC and Veterinary Services, Fort Huachuca, AZ.
4. REFERENCES.
 - 4.1 AR 15-6, Procedures for Investigating Officers and boards of Officers.

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4.2 AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

4.3 AR 40-3, Medical, Dental and Veterinary Care

4.4 AR 40-61, Medical Logistics Policies and Procedures.

5. PROPONENT. The proponent agency of this publication is the Chief, Human Resources Office.

6. EXISTING PUBLICATION. Existing publications will be reviewed by the proponent at least once every 18 months or more frequently if necessary.

7. INTRODUCTION. This MEDDAC Memo and the reference publications establish procedures for conducting the monthly inventory and audit of controlled substances.

8. DEFINITIONS.

8.1 Controlled Substances. Controlled substances are drugs so designated by the DEA and assigned to one of five schedules according to the abuse potential and degree of control required. Any other items designated by the Commander to be controlled may be handled either as Schedule II or Schedules III-V with reference to the record keeping and physical security requirements according to this regulation and AR 40-61.

8.2 Precious Metals. Precious metals are those specified by Army regulation or similar authority to be handled as controlled substances.

9. OVERVIEW OF INVENTORY/AUDIT PROCESS

9.1 Approximately forty-five days prior to the first day of the inventory/audit period (month), appointment orders issued by the Adjutant are provided to all inventory/audit team members. At a date and time set and annotated on the appointment orders, the Adjutant will ensure a monthly inventory and audit of controlled substances have been extracted from AR 40-3 and an annual duty roster is

established and published. Inventory Officers will follow the procedures described in this MEDDAC Memo (see Appendix A - Appointment Orders).

9.2 Health Center Commander. The Commander will appoint, on a monthly basis, an inventory officer. At this time, the Chief, Human Resources will issue instructions, forms, and copies of this pamphlet which allocate areas to be inspected by the inventory officer (see Appendix B - Monthly Duties Memo; Appendix C - Report of Inventory). Between the 5th and 25th of the inventory month, the inventory officer conduct inventory/audit of on-post Health Center, DENTAC, and Veterinary services.

9.3 Logistics Division Vault Custodian will provide records of issues of controlled drugs, narcotics, and precious metals. Logistics Division vault is inventoried and audited. Date and time of scheduled audit is on appointment orders.

9.4 Issues to Health Center Pharmacy are used to inventory/audit Pharmacy Division. The list of issues obtained from Pharmacy Division is used to inventory/audit clinics/on-post dental clinics.

9.5 DENTAC. Issues by the Health Center Medical Supply Account are used to inventory/audit the installation dental clinic.

9.6 Inventory/audit reports will be forwarded to the Chief, Human Resources and the final reports will be submitted to the Deputy Commander for Administration, RWBAHC by the 1st working day of the month following the inventory month or upon completion.

10. GENERAL GUIDANCE FOR INVENTORY, CONTROL, AND ACCOUNTABILITY OF CONTROLLED DRUGS

10.1 The Inventory Officer will be a disinterested officer, noncommissioned officer (SFC or above), or Department of the Army (DA) civilian (GS-7 or above). The Commander or designee will ensure the Inventory Officer(s) receives

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appointment orders, a briefing outlining the importance of their function and responsibilities, a current set of pertinent regulations, and a list of activities to be inventoried to accomplish the inventory.

10.2 Inventory Officer. The Inventory Officer will comply with the instructions contained herein and those otherwise provided. The monthly inventory and audit of controlled substances is to be conducted between the 5th and 25th working day of the month and a report submitted through the Chief, Human Resources for the Commander upon completion of the inventory/audit.

10.3 Preliminary Actions.

10.3.1 Suspense Date. If the inventory cannot be completed within the period specified in the appointment orders, it should be reported to the appointing authority and approval obtained for a new suspense date.

10.3.2 Coordination. The Inventory Officer should coordinate with the Chief, Logistics Division for inventory and audit of installation stocks. The list of activities to be inventoried should be verified through the Logistics Division and Pharmacy Division.

10.4 Chiefs, Logistics and Pharmacy Divisions. The completed monthly report will be routed through the Chiefs, Logistics and Pharmacy Divisions for scrutinizing all findings in their respective areas to detect any significant trends regarding an increased use of any controlled substances and take immediate action to determine the reason for the increase. Chief, Pharmacy Division will conduct periodic controlled medication reviews to detect overuse and/or abuse of controlled drugs. Significant trends/findings will be reported to the Pharmacy and Therapeutic Committee. The report is then returned through the Deputy Commander for Administration to the Commander.

11. CONTROLLED SUBSTANCES ACCOUNTS

11.1 All activities allowed to stock controlled substances are designated "authorized controlled substance accounts" by the Health Center Commander. Controlled Substance accounts

are listed at Appendix A to include those specially approved accounts.

11.2 Authorized to Procure Controlled Substances. The Pharmacy Division's medical supply account is the only controlled substance account authorized to procure controlled substances from commercial suppliers or the Army Supply System with the exception of the Veterinary Service and DENTAC. The Veterinary Services procures controlled substances directly through Non-appropriated Fund, Directorate of Community and Family Activities (NAF DCFA).

11.3 Authorized Controlled Substance Accounts. The Health Center Pharmacy, DENTAC, and Veterinary Service are the only controlled substance accounts authorized to draw controlled drugs from Logistics Division. All other accounts require special approval by the Health Center Commander.

12. INVENTORY, CONTROL, AND ACCOUNTABILITY OF CONTROLLED SUBSTANCES

12.1 Documentation of Inventory.

12.1.2 Annotation. Entries found to be correct are annotated "inventoried and found correct" with the date, signature, and rank or grade of the inspecting officer on the line immediately below the last entry.

12.1.3 Documentation of discrepancies.

12.1.4 In the event a quantity other than that indicated on accounting records is actually on hand and no discrepancies are found in the balance column, the quantity found is recorded as the new balance with the notation, "PER INVENTORY", and the date signature, and rank or grade of the inspecting officer on the line immediately below the last entry.

12.1.5 Every attempt is made to resolve all discrepancies at the time of inventory. If overages or shortages cannot be resolved, the area supervisor and Chief, Pharmacy Service are notified. Discrepancies are also reported in the final report to the Health Center Commander with identifying data and recommendations. In the report to the Commander, the

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Chief, Pharmacy Division will specify actions taken to prevent further occurrences. All pharmacy discrepancies will be forwarded to the Pharmacy Division CQI Committee for evaluation and resolution of any potential procedural deficiencies. The Commander will take appropriate action.

12.2 The Health Center Commander, Deputy Commander for Administration, or DENTAC Commander, as appropriate, on reviewing the report of discrepancy will either:

12.2.1 Order an investigation under the provisions of AR 15-6 to determine the cause and responsibility for the discrepancy, or

12.2.2 Endorse the report, accepting the adjustment of the controlled substance based on the reporting incident and actions taken to prevent similar occurrences.

12.2.3 All correspondence relating to such discrepancies will be maintained by the responsible individual custodian and retired along with the affected controlled substance records.

12.3 Monthly Inventory and Audit of Controlled Substances. Instructions for accomplishment of the monthly controlled substance inventory/audit are contained in AR 40-3, Appendix B-10. The instructions include responsibilities, preliminary actions, procedures for Logistics Division and Pharmacy Divisions, clinics, and other activities to include the outlying areas.

13. PROCEDURES

13.1 Logistics Division.

13.1.1 The purpose of the monthly audit of Logistics Division vault records is to ensure records on vault items are accurate and there is an audit trail of all receipts, issues, and adjustments on vault items.

13.1.2 Ensuring balances on DA Form 1296 (Stock Accounting Record) in the vault match the physical quantity of the item on hand in the vault.

13.1.3 Ensure the balances on the DA Form 1296 in the vault matches the quantity on the stock control record in the Materiel Branch.

13.1.4 Ensure every vault item reported shipped by a supplier was recorded on the vault records.

13.1.5 Ensure every item issued to customers of the Logistics Division was picked up on the customer's controlled substance records.

13.1.6 Validating all other transactions (destruction, inventory adjustment, transfers out) that decreased the on-hand balance has supporting vouchers in the vault.

13.1.7 The Chief, Logistics Division will furnish the Inventory Officer the following documents - Inventory Count List, and an automated listing of issues of vault items to customers during the past month.

13.2 Pharmacy Division.

13.2.1 Pharmacies. Request from the Custodian of Controlled Substances the following records:

13.2.2 A locally approved automated accounting record printout.

13.2.3 File containing all documents (except prescriptions). A document file includes requests, adjustments, reports of survey, destruction certificates, turn-in documents, and copies of transfers of accountability.

13.2.4 Prescription files for all controlled substances. Verify all controlled substances were properly reconciled the preceding month and the required entry "findings" were made on each record. Verify all issues to the Pharmacy Division have been properly entered as receipts.

13.2.5 Perform a 10 percent audit of all civilian provider prescriptions written for all controlled substances since the last inventory utilizing a report generated by Pharmacy

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on MEPRS Code FCCA. The report will be used to select 10% (suggested every 10th prescription) and then check the listing against the hard copy prescriptions to answer the following three questions: (1) Right Patient, (2) Right Drug, and (3) Right Quantity. The prescription and the document number, authorized location, the name and strength of drug, and the amount issued or dispensed should be verified.

13.2.6 Without referring to the amount shown in the "balance on hand" column of the appropriate record, conduct a 100 percent physical inventory of all controlled substances on hand.

13.2.7 Referring to the appropriate record, determine if the amount physically counted reconciles with the amount reflected under the "balance on hand" column.

13.2.8 If no discrepancies are noted, the inventory will annotate on the bottom of the inventory item listing the following entry: the date; the statement, "inventoried and found correct", the signature and rank or grade of the individual conducting the inventory; and the balance on hand.

13.2.9 If a quantity other than that indicated is actually on hand and no discrepancies are found in the balance column, the quantity found is recorded as the new balance with the notation, "per inventory," and the date, the signature and rank or grade of the individual conducting the inventory immediately below the last entry on the sheet.

13.3 Patient Care areas (Clinics).

13.3.1 The inventory officer will request from representatives in charge of the controlled substances in the clinic, the following records: (1) DA Form 3949. One form must be maintained for each controlled substance line stocked. (2) DA Form 3949-1. All forms completed since the previous inventory.

13.3.2 Verify all DA Forms 3949 and/or DA Forms 3949-1 were properly reconciled the preceding month and an appropriate

entry was made on each form.

13.3.3 Verify all of the issues and turn-ins have been entered on the applicable DA Form 3949.

13.3.4 Without referring to the amount shown on the "Balance" column of DA Form 3949, conduct a physical inventory of all controlled substances in the storage cabinet.

13.3.5 If no discrepancies are found as a result of the above checks, certify each document as indicated below:

13.3.6 On DA Form 3949, Enter on the next unused line, the date, hour, the statement or stamp "INVENTORIED AND FOUND CORRECT", signature and military rank or civilian grade of the Inventory Officer, and the balance on hand as determined by the inventory.

13.3.7 If a quantity other than that indicated is actually on hand no discrepancies are found in the balance column, the quantity found will be recorded as the new balance with the notation 'PER INVENTORY". The date, hour, signature, and rank or grade of the inventory officer is recorded on the line immediately below the last entry.

13.3.8 If DA Form 3949-1 is maintained, enter on the far right of the last used line, the applicable date. The statement "PER INVENTORY", and the signature and military rank or civilian grade of the Inventory Officer. See example at Appendix XX.

13.3.9 Upon completion of the inventory, withdraw from each clinic, or other activity inventoried, all active forms that have been audited prior to this audit leaving the most recent audit forms in the register. All forms thus collected will be turned in to the Chief, Human Resource's Office for proper retirement action per AR 25-400-2.

13.4 DENTAC.

13.4.1 Contact the Precious Metals Control Officer at Runion Dental Clinic to arrange the date and time for the inventory/audit at that clinic.

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13.4.2 Use DD Form 1348 provided by the Logistics Division Vault Custodian and physically count every precious metal in the vault and verify the quantities recorded on the DA Forms 1296 match those actually found in the vault.

13.4.3 Match unit-of-issue and size containers. NOTE: Do not forget to inventory the prepackaged controlled drugs sent by the Pharmacy Division to the dental clinics.

13.4.4 Use the balance in the Dental Clinic Supply Room to actually weigh all the precious metals. Count or weigh it personally.

13.4.5 Initial and date any corrections made and write a brief note explaining these corrections on the audit report.

13.4.6 Verify each transaction has been properly posted and date, quantity, unit-of-issue received, and receipt voucher number match that found on the listing. Initial and date the listing on the blank line that goes across the entire horizontal aspect of the paper. Verify the adjusted balance on hand has been annotated in the proper columns on the DA Forms 1296 (Stock Accounting Record).

13.4.7 Obtain from Runion Dental Clinic Precious Metals Control Officer a listing of "ALL" issues of precious metals from that clinic during the period since the last inventory/audit. The list must include: (1) Nomenclature, (2) Quantity, (3) Date and activity for all issues during the period since the last inventory/audit and up-to-date appointment orders. Verify all DA Forms 1296 were properly audited the preceding month and the required date, "PER INVENTORY", quantity on hand, signature, and rank entries were annotated on the records.

13.4.8 Precious metals and controlled substances in DENTAC are inventoried and audited in a manner similar to the Logistics Division. Factory sealed packages will not be opened and gold alloy foil pellets will not be removed from their vials. Precious metals are weighed in Troy ounces. The conversion factors for this are: 24 grains = 1 pennyweight (DWT), 20 pennyweight = 1 ounce (31 grams), 12 ounces = 1 pound (373 grams).

13.4.9 Verify the Laboratory Precious Metals Control Officer (PMCO) responsible for the gold in use has recorded receipts and expenditures of precious metals on DA Forms 3949 with a separate form kept for each different metal alloy. Verify that the amounts received by the Laboratory PMCO are identical to the amount issued utilizing DA Forms 2765-1 as depicted on DA Forms 1296.

13.4.10 Determine the balance on hand of precious metals recorded by the Laboratory PMCO on DA Forms 3949 and on DA Forms 1296 by the clinic's PMCO.

13.4.11 Verify that all expenditures of gold are listed on DA Forms 3949 in conjunction with the patient's name and dental laboratory number. Obtain all prescriptions written since previous inventory/audit and request to review the DA Forms 2322 (Prosthodontics Prescription and Consultation Request) documenting the expenditures. Take into account the amount of precious metals used in a particular procedure must be estimated due to losses in grinding, polishing, casting, etc., the approximate weight of precious metals required for crown applications. There is normally about three times as much gold required for casting than is actually used in the final prosthesis.

EXAMPLE:

Crown size:

3/4 Crown

Metal required for casting:

6-7 DWT

Metal required for prosthesis:

2.0 DWT

Crown size:

7/8 Crown

Metal required for casting:

8 DWT

Metal required for prosthesis:

2.3 DWT

Crown size:

Full Crown

Metal required for casting:

8-1/2 DWT

Metal required for prosthesis:

3.0 DWT

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13.4.12 A cursory check is required to correct procedures for the control of precious metals scrap. It is necessary to verify that the Clinic PMCO responsible for the precious metals in their use, has recorded all receipts and expenditures of precious metals on DA Forms 1296 with a separate form kept for each different alloy. Verify the amounts received by the clinic's PMCO are identical to the amounts issued utilizing DA Forms 2765-1 as depicted on DA Forms 1296. Two audit steps will be taken: (1) Verify receipt/turn-in of scrap dental precious metals on DA Forms 1296 or DA Forms 3949. (2) Verify the Precious Metals Officer is in receipt of DA Forms 2765 or DA Forms 2322 to support entries on DA Forms 1296 or DA Forms 3949.

13.4.13 Perform 100 percent audit of ALL issues of precious metals from the DENTAC Precious Metals Custodian to DENTAC clinic users to ensure documentation on all patient Prosthodontic Prescription Forms (DA Forms 2322). Results of this 100 percent audit will be recorded using the appropriate forms.

13.5 Veterinary Services.

13.5.1 The Inventory Officer will contact the Veterinary Treatment Facility (VTF) to arrange date and time for inventory/audit at that clinic.

13.5.2 On the inventory/audit day using Memorandum of Issues provided to the Adjutant's Office by the NAF, DCFA (if any issues were made during the month), conduct a physical inventory of all controlled substances in the storage cabinet.

13.5.3 Verify all DA Forms 3949 were properly audited the preceding month and the required date, "PER INVENTORY", quantity on hand, signature, and rank entries were made on all records. One form will be maintained for each controlled substance line stocked by the Veterinary Clinic.

13.5.4 If no discrepancies are found as a result of the above checks, certify each record as indicated. On DA Form 3949, enter the date, hour, statement or stamp "PER INVENTORY", signature and military rank or civilian grade of the Inventory Officer, and balance on hand as determined by the inventory. These entries will be made on the next unused line of the form.

13.5.5 Withdraw from the inventoried areas, all forms which are inactive and that have been audited prior to this audit. All completed forms will be pulled from the inventory books but kept on file in the Veterinary Treatment Facility for proper retirement action per AR 25-400-2.

13.5.6 Any controlled substances that have been disposed of since previous inventory/audit will be verified by DA Form 3161 on file with the DA Form 3949 of the appropriate controlled substance.

14. DISPOSITION OF RECORDS

14.1 Controlled Substances Registers, DA Forms 3949 and 3949-1. All accounting records described in this pamphlet will be disposed of as follows:

14.2 Immediately following inspection and audit by an Inventory Officer, retain in the active files section the individual DA Forms 3949 and 3949-1 that show the results of the inspection and audit; remove all other previously audited DA Forms 3949 and 3949-1 completed prior to the current inspection and audit; place them in the inactive file section of the register.

14.3 Incomplete DA Forms 3949 which show zero balances will also be removed from the active file section after the monthly audit and inspection and placed in the inactive file section, if the wards do not intend to replenish stock within the next 30 days. In compliance with AR 25-400-2, all forms authorized to be placed in the inactive file section as stated above will be removed by the Inventory Officer from the inactive file after 90 days of inactivity and turned-in to the Adjutant's Office for proper filing with that month's inventory/audit report.

14.4 Other Documents. DA Form 1296 will be maintained by the Logistics Division for controlled substances and will be disposed of as prescribed in AR 25-400-2.

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The proponent of this memorandum is the Adjutant. Users are invited to send comments on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, USA MEDDAC, ATTN: MCXJ-PD, Fort Huachuca, AZ 85613

FOR THE COMMANDER:

OFFICIAL:

NOEL J. CARDENAS
MAJ, MS
Deputy Commander
for Administration

ROBERT D. LAKE
Information Management Officer
DISTRIBUTION: B, C

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MEDDAC MEMORANDUM 40-170

APPENDIX A
APPOINTMENT ORDERS

MCXJ-PD-ADJ (1b)

1 January 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Detail

1. Effective 1 January 2005, **SFC XXXXX, XXXXX**, USA MEDDAC, Fort Huachuca, Arizona, is detailed to the following duties for **January 2005**.

a. Inventory and Audit of Controlled Substances and Precious Metal (MEDDAC/DENTAC).

b. Destruction of expired/withdrawn substances (MEDDAC).

2. Relieved of Duty: Upon completion of detail.

3. Authority: VOCDR, USA MEDDAC.

4. Special Instructions:

a. Upon receipt of these orders, report to the Adjutant, Personnel Division NLT the 4th of the month to receive the necessary briefing, report forms, and materials to conduct inventories. Point of contact is CPT Grant at ext 3-0661 or SGT King at 533-0858.

b. Report all time spent on this detail as "DIS" (destruction, inventory, survey) on the UCAPERS time schedule.

c. MEDDAC - Detail will be completed NLT the 30th of the month, except for Inventory and Audit of **Controlled Substances** for Logistics division and clinics which will be completed after **Pharmacy** NLT the **15th of the month**. Contact Logistics at ext 3-2070 to make an appointment to conduct Logistics inventory.

1. Call Main Pharmacy at 533-5568 and ask for the Vault Technician to schedule a date to conduct the inventory. This inventory takes approximately 45 minutes and must be conducted prior to the opening of business. The Main Pharmacy opens at 0730 hours except on Thursday. However, inventories may not be conducted on Thursdays due to staff training time.

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2. The inventory must be scheduled with the respective Vault Technician. Inventory and accountability of controlled substances will be done in accordance with AR 40-3, Chapter 11, AR 190-50, and applicable MEDDAC memorandums.

d. Coordinate with Veterinary Service (ext 3-3204/2767) for inventory of controlled substances.

e. Coordinate with Logistics Division, Medical Supply (ext 3-3423) for destruction of expired/withdrawn substances.

f. DENTAC - Contact ext 3-0326 or DENTAC NCOIC (ext 3-8397), RUNION Dental Clinic to make appointment to conduct precious metal and controlled substances inventories. Inventory will be completed NLT the 16th of the month.

g. MEDDAC - Contact ext 3-5115, NCOIC, Logistics Division to make an appointment for precious metal inventory.

h. Coordinate with the PEDS Clinic (3-1082) to make an appointment for controlled substances.

i. Coordinate with the Recovery Room and Anesthesia OIC for audit of controlled substances.

j. Individuals concerned must coordinate duty to ensure it is complete NLT the 30th of the month.

FOR THE COMMANDER:

DISTRIBUTION:

1 - Individual Concerned
1 - Adjutant

Signature Block
Chief, Human Resources Division

APPENDIX B
MONTHLY DUTIES MEMORANDUM
BREAKDOWN OF MONTHLY INVENTORY DUTIES

(COMPLETE ALL DUTIES NLT 31st OF THE MONTH)

- 1) NLT 16th of the month - Runion DENTAC: precious metal and controlled substances inventories. Contact (3-0326) or (3-1430).
- 2) NLT 15th of each month, scheduled and inventoried Pharmacy section (Main Pharmacy) 533-5568. Inventory and audit controlled substances for Logistics division, contact Logistics at (3-3423).
- 3.) NLT 16th of the month - No longer conduct linen salvage inventory. Contact Med Supply (3-3423) for destruction of expired/withdrawn substances and precious metal inventory.
- 4) Coordinate with Veterinary service for inventory of controlled substances at (3-/3204/2767).
- 5) Coordinate with Peds, Weekend and Holiday Clinic to make an appointment for controlled substances (3-9144).
- 6) Coordinate with the Recovery Room (3-5113) and Anesthesia for audit of controlled Substances (3-9011).
- 7) Coordinate with any nurse (3-2627) at CSCC for audit of controlled substances.
- 8) POC is the undersigned at 3-0858.

DISTRIBUTION:

1 - Monthly Inventory Book
1 - Individual Concerned

Signature Block
Chief, Human Resources Division

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APPENDIX C
REPORT OF INVENTORY

MCXJ-PD

1 January 2005

MEMORANDUM FOR Commander, U.S. Army Medical Department Activity, Fort Huachuca,
AZ 85613-7040SUBJECT: Report of Inventory and Audit of Controlled Substances and Precious Metals for the
Month of **January 2005**.

1. Pursuant to the authority contained in Additional Duty Memorandum, dated 6 December 2000, I conducted an inventory and audit of all precious metals and narcotics of MEDDAC, DENTAC, and VETAC in accordance with AR 40-3, and AR 40-61. In addition, audits and/or inventory verifications were accomplished for subsistence and destruction of expired and withdrawn substances.

2. The following report is submitted:

<u>ACTIVITY</u>	<u>DISCREPANCIES NOTED</u>
Logistics Division	
Vault	
Destruction of Expired Meds	
Precious Metals	
Pediatrics	
Recovery Room	
Runion Dental Clinic - Precious Metals	
Anesthesia	
Veterinary Service	
Pharmacy	
DMM	

3. Schedule two – five medications located within the two locations of Pharmacy Service, MEDDAC, was inventoried (encl 1) and:

a. ____ No discrepancies were noted.

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SUBJECT: Report of Inventory and Audit of Controlled Substances and Precious Metals for the Month of **January 2005**.

b. ____ Discrepancies are noted on attached sheet.

4. Additional remarks and forms are attached as appropriate.

Encls

1. Controlled Substances _____
Work Sheets (Signature/ Grade of Survey Officer)
2. Subsistence Work Sheets

Inventory completed and received _____

Signature Block
Chief, Human Resources Division